



United States Bankruptcy Court
Western District of Wisconsin

**Case Management/Electronic Case Filing
Readiness Checklist**

Please use the following checklist to track your readiness to begin using the Case Management/Electronic Case Filing system (CM/ECF). Only one form per firm is necessary.

Name: _____

Position: _____

Law Firm: _____

Mailing Address _____ Phone No. _____/_____

1.	My office has a personal computer. Minimum system requirements: <ul style="list-style-type: none">• Pentium processor• 16 MB of RAM (24MB for Windows NT; 32MB if scanning documents)• 40 MB of available hard disk space• Windows 3.1 or above -OR-My office has a Macintosh. Minimum system requirements: <ul style="list-style-type: none">• 68020 processor or Power Macintosh• 16 MB of RAM• 40 MB of available hard disk space• Apple System Software version 7.1.2 or later	' Yes	' No
2.	A PDF-compatible word-processing program, such as WordPerfect or Word, is installed.	' Yes	' No
3.	I have Internet access. If it is by modem, it operates at 56 kbs or faster. High speed Internet access is recommended, but NOT required (<i>i.e.</i> , cable, DSL, etc.).	' Yes	' No
4.	I have an Internet Service Provider, using point-to-point protocol (PPP). America On Line is not endorsed for use with ECF. It is recommended that the provider is capable of a minimum connection speed of 56kps.	' Yes	' No
5.	Netscape Navigator version 4.6x or 4.7x is installed.	' Yes	' No
6.	I have Adobe Acrobat software 4.0 or later (Acrobat Reader and Acrobat Writer) to convert documents from word processing format to PDF (Portable Document Format).	' Yes	' No
7.	If I am planning to scan documents, I have a scanner either attached or networked to the computer intended for CM/ECF use.	' Yes	' No
8.	I have a PACER login and password.	' Yes	' No
9.	I have my Credit Card Authorization form on file with the Clerk's office.	' Yes	' No

Please contact Terry Payne at (608) 264-5178 Ext: 5730 or Susan Hoffman at (715) 839-2980 Ext: 115, if you have any questions about this checklist.

Please return this checklist along with your registration form to:

U.S. Bankruptcy Court, Attn: Julie Ellingson
120 N. Henry St., Room 340
P.O. Box 548
Madison, WI 53701-0548